ISD Review Item Disposition Procedure

Number: 580-PR-043-01
Effective Date: February 18, 2006
Expiration Date: February 18, 2009

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Responsible Office: 580/Information Systems Division (ISD)
Title: Review Item Disposition (RID) Procedure

Asset Type: Procedure
PAL Number: 2.2.1.11

Purpose

This asset provides the procedure for using the Review Item Disposition (RID) Form for creating, tracking, and closing the action items generated as part of a formal review, including the following types: Request for Action (RFA), Request For Information (RFI), and comment.

There are two styles of the RID form; one is intended to be filled out by hand after printing to hardcopy and the other to be filled out electronically. Both style forms are available as a Microsoft Word document and as a Microsoft Word template.

Scope

This procedure is recommended for all formal reviews of ISD software and systems.

Roles and Responsibilities

System Lead (SL) or Review Board Chair (RBC) :

- Prepares the RID forms before the review
- Tracks each RID

Review Board Chair (RBC):

- Provides concurrence with the RID response

Reviewer:

- Initiates RID
- Describes the action or information requested, or makes a comment.
- Provides concurrence with RID response

Assignee:

- Provides the response to the requested action.

Step-Action Table	Step	Action	Role
Before the Review	*Guidance: There are two styles of the RID form; one is for filling out after printing to hardcopy and one is for filling out electronically. Each of the above style forms is available as a Microsoft Word document and as a Microsoft Word template. Typically, the paper hardcopy is used during the review. Immediately after the review, the RID forms are usually copied to the electronic version for easier handling.*		
	1	In the title block, enter the name of the Project/Mission associated with the system/sub-system to be reviewed in the Project Name field.	SL or RBC
	2	Enter the type of review (e.g., Preliminary Design Review, Critical Design Review) and the name of the system/sub-system under review in the Review Type field.	SL or RBC
	3	Enter the date(s) of the review	SL or RBC
During or Shortly After the Review	4	In the *Reviewers Section*, enter the reviewers name, Code number or organization (if not GSFC CS), telephone number, and email address in the spaces provided.	Reviewer
	5	Check off the response type as appropriate: • A *Request For Action* (RFA) is used when the reviewer wants an action performed on the system under review, such as a change in design, a change in performance of a process or a change in documentation. • A *Request For Information* (RFI) is used when no change to the system under review is required, but the reviewer desires additional information to clarify some point about that system. • A *Comment* (Com) is used when the reviewer wishes to convey additional pertinent information or cautions to the individual or team conducting the review. A Comment can also be used to suggest possible improvements to the presentation material or style.	Reviewer
	6	If RID type is an RFA, then indicate the severity of the RFA via the checkboxes provided. An item is *Mission Critical* if failure to correct the problem indicated can reasonably be expected to cause mission failure, *Major* if it can have significant impact but is not likely to cause mission failure, and *Minor* if the problem will cause only inconvenience or administrative difficulties.	Reviewer
	7	In the *Problem Description or Comment* field describe the problem that generated the need for an RFA in enough detail that the review team understands the issues involved. Also use this field if only making a comment.	Reviewer

Step-Action Table	Step	Action	Role
	8	In the *Requested Action or Information* field, for an RFA specify what action is recommended to resolve the problem described in the previous field. If the RID is an RFI, then use this field to describe the information that is desired.	Reviewer
After the Reviewer has Completed the Reviewer Section	9	Submit the RID to the RBC	Reviewer
After the Review is Complete	10	Collect all the RID forms	RBC
	11	At the top of the first page, number each RID form according to the type of RID. Examples: • RFA1, RFA2,...RFA# • RFI1, RFI2, …RFI# • Com1, Com2, …Com# Keep the numbering for the different types separate. This will make tracking them easier later.	SL or RBC
	12	In the *Project Section*, indicate whether the RID is accepted or rejected using the checkboxes provided. If a RID is rejected, a reason for that rejection <u>must</u> be given in the "*Reason for rejection*" field.	SL or RBC
	13	If multiple RID forms are to be combined because of similarity, check off the appropriate checkbox and indicate the number of the remaining RID.	SL or RBC
	14	Copy the RID number from the first page of this form to the Review Item Number field in this section. (Or do this one first and copy to the other field.)	SL or RBC
	15	Collect all accepted RID forms	SL
	16	In the *RID Status Section*, indicate the date the SL received the RID in the *Date Received* field.	SL
After an Assignee is Selected	17	In the *RID Status Section*, indicate the date that an assignment of the RID to an individual is made in the *Date Assigned* field.	SL
	18	In the *Assignee Section*, enter the name of the Assignee.	SL
	19	Enter the Assignee's Code number or organization, Telephone number, and email address in the fields provided.	SL
After the Assignee Receives the RID	20	In the *Action Taken or Information* field, provide the requested information or a concise description of the action(s) taken to solve the problem indicated by the Reviewer.	Assignee
	21	If any additional documents are included in the response to an RFA or RFI, list those documents in the *Attachments* field.	Assignee

Step-Action Table	Step	Action	Role
After the Assignee Responds to the RID	22	In the *RID Status Section*, the date that the Assignee sends the first complete response to the reviewer is indicated in the *Date of Assignee's Response* field. Do not update for multiple responses.	SL
	Guidance: The assignee seeks concurrence from the reviewer, repeating steps 20 and 21 as often as necessary to reach agreement, unless overruled by the Project Manager. "Signing" can occur via email from the signer, wherein the SL physically signs the form and keeps the concurring email as proof of signature. In this case, a paper copy of the concurring email and the physically signed RID form should be stored together.		
After RID Closure is Agreed to by the Reviewer	23	In the *RID Closure Concurrence Section*, the Reviewer indicates concurrence by signing and dating in this section.	Reviewer
	24	If the Review Board Chair agrees with the Reviewer's concurrence, the Chair indicates agreement by signing and dating in this section.	RBC
	Guidance: If the RBC disagrees with the Reviewer about closing a RID, the RBC and Reviewer should work out an acceptable compromise. If necessary, the process returns to step 20 to comply with the compromise. If no agreement can be reached between the RBC and the Reviewer, the SL may elect to close the RID without RBC concurrence. A note should be then attached to the RID that describes the points of disagreement.		
	25	In the *RID Status Section*, the date that the RID is officially closed (i.e., Reviewer, Review Board Chair and System Lead agree that the RID is closed) is indicated in the *Date Closed* field.	SL
	26	The RID is forwarded to the project mandated archive	SL

Measures

Recommended Measures:

- Periodic counts of RID types, numbers open, closed, and in progress. The frequency of reporting is determined by the project, but at least monthly.
- Total number of RID forms received and accepted categorized by type.

Required Measures

- None required.

Tools and Templates

Name	Description
RID Form for Electronic Use	Both Word Template and Document versions are available at http://software.gsfc.nasa.gov/process.cfm
RID Form for Hardcopy Use	Both Word Template and Document versions are available at http://software.gsfc.nasa.gov/process.cfm

Training

Course Name	Description
None Identified	

Training availability can be checked at http://software.gsfc.nasa.gov/training.htm.

References

This procedure is consistent with following policies, standards & references.

- **Glossary:** http://software.gsfc.nasa.gov/glossary.cfm
  Defines common terms used in ISD processes
- **Process Asset Library:** http://software.gsfc.nasa.gov/process.cfm
  Library of all ISD process and procedure descriptions

Change History

Version	Date	Description of Improvements
1.0	12/23/05	Initial approved version by CCB